SHARE DRAFT (CHECKING) ACCOUNT RECONCILIATION

DRAFT NO.	AMOUNT	DRAFT NO.	AMOUNT
		TOTALS	$

ENDING SHARE DRAFT BALANCE SHOWN ON THIS STATEMENT $ _____

PLUS - DEPOSITS NOT CREDITED IN THIS STATEMENT (if any) $ _____

SUB TOTAL $ _____

MINUS - DRAFTS OUTSTANDING $ _____

BALANCE - (should agree with balance in your draft register). $ _____

THINGS TO CHECK IF YOUR ACCOUNT DOES NOT BALANCE

1. Have you added in your dividend?
2. Have all deposits been added to your draft register?
3. Have all your charges been deducted from your register?
4. Have you carried the correct balance forward?
5. Have you had any change in your Share Draft payroll deduction?
6. Recheck all addition and subtraction.